

FirstName LastName

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Towson, MD • (410) 555-5555

Education	<i>Master of Arts in Teaching, Early Childhood</i> Towson University, Towson, MD <ul style="list-style-type: none">• GPA: 4.0/4.0	May 20xx
	Praxis I – passed Praxis II – taken #10014 (Elementary Content Knowledge), results pending	
	<i>Bachelor of Arts, Corporate Communications</i> Susquehanna University, Selinsgrove, PA <ul style="list-style-type: none">• Minor, Business Administration	May 20xx
Teaching Experience	<i>First Grade Teaching Intern</i> Centennial Lane Elementary School, Ellicott City, MD <ul style="list-style-type: none">• Plan and assess a high-level reading and mathematics class• Teach an individualized butterfly course for first grade science while meeting Maryland curriculum objectives• Differentiate social studies and science lessons for group of third to fifth grade students using visual, auditory and experiential learning	Aug. 20xx-Present
	<i>Kindergarten Teaching Intern</i> Park Elementary School, Baltimore, MD <ul style="list-style-type: none">• Motivate and engage students to learn new vocabulary through the use of music and interactive games• Engage students in creative thinking and writing through the use of mobile computers in outdoor activities• Co-teach mathematics lessons with a para-educator• Implement Vygotsky learning methods by implementing reading, writing and math stations throughout the classroom	Sept. 20xx-Present
	<i>One-on-One Reading Teacher</i> Centennial Lane Elementary School, Ellicott City, MD <ul style="list-style-type: none">• Attended series of 10 training sessions with reading specialists• Gave individualized reading instruction to three second graders• Monitored reading progress through daily journaling activities	Aug. 20xx-May 20xx
Related Experience	<i>Substitute Assistant Teacher</i> Ashland Preschool Center, Cockeysville, MD <ul style="list-style-type: none">• Supervised children ages three to five by providing small group lessons in kindergarten classrooms• Supported teachers with Vygotsky methods of experiential education tasks• Organized recess activities and scheduled snack breaks	May-Aug. 20xx
	<i>Personal Childcare Provider</i> Self-employed, Cockeysville, MD <ul style="list-style-type: none">• Cared for and attended to an infant and a toddler with in-home services• Maintained literary rich environments through reading books• Encouraged early learning experiences for children, such as crawling, walking and talking	Sept. 20xx-Dec. 20xx

Coaching Experience	<i>Women's Soccer Head Coach</i>	Aug.-Dec. 20xx
	Hereford High School, Parkton, MD <ul style="list-style-type: none"> • Implemented drills, relay techniques and mental coaching tactics for varsity team • Organized practices and team building sessions daily • Promoted work ethic while encouraging players to have fun • Led team to regional level games 	
	<i>Women's Assistant Lacrosse Coach</i>	Sept.-Dec. 20xx
	Susquehanna University, Selinsgrove, PA <ul style="list-style-type: none"> • Monitored and expanded team through weekend practices and recruitment • Provided athletes with workout schedules and stick-handling drills 	
Office Management	<i>Administrative Assistant</i>	Jan.-May 20xx
	Master Security, Inc., Hunt Valley, MD <ul style="list-style-type: none"> • Collaborated with team of seven to create the design and content of bi-monthly company newsletter • Updated and maintained company Web site using Adobe Dreamweaver • Maintained customer service database using Microsoft Word and Excel 	
	<i>Office Manager</i>	June 20xx-Mar. 20xx
	Towson Business Association, Towson, MD <ul style="list-style-type: none"> • Revised and updated over 30 company brochures and posters • Managed contacts and services for magazine press work • Corresponded with customers, clients and 65 organizations via phone, email, blogging, Facebook, Twitter and LinkedIn 	
Leadership	<i>President</i>	May 20xx-Aug. 20xx
	Public Relations Student Society of America, Baltimore, MD	
	<i>Captain</i>	Sept.-Dec. 20xx
	Susquehanna Women's Varsity Soccer Team, Selinsgrove, PA	
	<i>Public Relations Chair</i>	Jan.-May 20xx
	Teachers of Pennsylvania Society	